



## EXAMINATION ANNOUNCEMENT

# CALIFORNIA ENERGY COMMISSION

## ASSOCIATE ENERGY SPECIALIST (Efficiency)

**OPEN**

### EXAMINATION PLAN

**SUPPLEMENTAL QUESTIONNAIRE – WEIGHTED 100%.** The entire examination will consist of a Supplemental Questionnaire. The Supplemental Questionnaire is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Responses to the Supplemental Questionnaire will be evaluated using predetermined rating criteria; therefore, it is imperative that you put time and effort into completing the Supplemental Questionnaire. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

All internet postings of this bulletin have The Supplemental Questionnaire attached at the end (Please scroll down).

### FILING INSTRUCTIONS

**CONTINUOUS TESTING – NO FINAL FILING DATE** – Testing is considered continuous as applications (STD Form 678) and Supplemental Questionnaires will be accepted on a continuous basis. You may apply only once in any consecutive 12 month period. Applications and Supplemental Questionnaires will be reviewed and scored once per month with a cutoff date of the 15<sup>th</sup> of each month. All applications received after the 15<sup>th</sup> will be held until the following month. Applications and/or resumes submitted via facsimile (FAX) machines, or electronically mailed (e-mail) will not be accepted.

#### FILE BY MAIL OR IN PERSON WITH:

California Energy Commission  
Selection, Training & EEO Office (AES EFF)  
1516 Ninth Street, MS #52  
Sacramento, CA 95814

*In order to expedite the application review process, when completing the State application make sure to provide a full description of duties performed.*

#### DO NOT SEND SUPPLEMENTAL QUESTIONNAIRE AND STATE APPLICATION TO THE STATE PERSONNEL BOARD

Applications may be obtained at the State Personnel Board, any Employment Development Department in California, the California Energy Commission or the Internet at <http://www.spb.ca.gov/jobs/stateapp.htm>.

A mandatory Supplemental Questionnaire must be completed and submitted with a standard State application (STD 678). Applications received without the Supplemental Questionnaire or vice versa will not be accepted. If you have any questions, please call (916) 653-6532

### SALARY RANGE

\$4400 - \$5309

\*\*\*\*\*  
ASSOCIATE ENERGY SPECIALIST (EFF)

BJ80 - 4938

7ERB1-01

[www.energy.ca.gov](http://www.energy.ca.gov)

(916) 653-6532

Final File Date: Continuous Testing  
\*\*\*\*\*

EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

---

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates you have read, understood and possess the basic qualifications required. **All applications/resumes must include: “to” and “from” dates (month/day/year); time base (full-time/part-time/number of hours per week/month); and civil service class titles where applicable. Applications/resumes received without this information will be rejected.**

---

**MINIMUM  
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as ‘Either’ I ‘or’ II ‘or’ III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Please note: When combining patterns all experience converts to the largest experience requirement.**

**EITHER I**

In the California State service, one year of experience performing efficiency duties in areas related to energy conservation, load management and efficiency measures, building and appliance standards and regulations; energy cost effectiveness and savings measures; including duties such as energy cost effectiveness, end use modeling, and estimates of energy and savings impacts at a level of responsibility equivalent to Energy Analyst, Range C. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

**OR II**

**Experience:** Three years of responsible technical experience in one or more of the areas described in Pattern I above, including two years of experience above the trainee level. A master's degree in a field related to one of the specialties may be substituted for one year of the required experience; while a doctoral degree may be substituted for two years of the required experience. Only one postgraduate degree may be counted towards experience. (Completion of dissertation research for a doctoral degree in a field appropriate to one of the Energy Commission specialties may be substituted for up to one year of the required experience.)

**AND**

**Education:** Equivalent to graduation from college. Additional experience may be substituted for the required education on a year-for-year basis.

---

**THE POSITION**

The Associate Energy Specialist (Efficiency) is the full journey person level in the class series. Incumbents independently perform responsible, varied and complex technical and analytical work. Positions at this level are non-supervisory but may serve as lead over lower-level technical and analytical staff.

**Positions exist in Sacramento with the California Energy Commission.**

---

**SCOPE**

To evaluate each competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Supplemental Questionnaire will be to measure competitively, relative to job demands, each competitor's:

---

**KNOWLEDGE OF**

1. A wide range of energy technologies and associated conservation programs, efficiency standards, end-use forecasting methodologies and related conservation issues;
2. Assessment of energy efficiency of buildings and appliances;
3. Energy demand forecasts and supply analyses, energy policy issues affecting or resulting from end-use energy technology development, and end-use energy project management techniques;
4. California Public Resource Code pertaining to energy resources conservation and development;
5. Principles of physical sciences and engineering involved in fuels and energy production, transmission, utilization, and conservation;
6. Principles of econometric, engineering and end-use energy demand forecasting, conservation impacts forecasting, new demand-reducing technologies growth forecasting, computer modeling, data base development and monitoring, utility and other end-use forecasting methods;
7. Commercially available energy conservation and alternative energy generation technologies;
8. Principles of engineering economics, financial analysis, and economic theory as it pertains to energy supply and demand;
9. Energy technology costs and cost-accounting methods;
10. Industrial energy conversion technologies, thermodynamic analysis of heat loads in buildings, and direct energy use surveys;
11. General provisions of social and economic implications of fuels and energy demand forecasting, resources planning and conservation program implementation;
12. Recent research and development projects in the fields of electrical and other energy sources, and end-use systems and technologies;
13. Principles and procedures of environmental impact assessment, energy supply and demand forecasting, safety standards review and assessment, and energy utilization and conservation program standards design and monitoring;
14. Principles of program evaluation and planning, and energy policy analysis and formulation;
15. Decision theory, probabilistic risk assessment, and techniques of comparative evaluation;
16. Federal, State and local governments and building and appliance industry involved in energy efficiency, conservation, end-use forecasting, research and regulation.

**ABILITY TO**

1. Reason logically and creatively and use a variety of analytical and research techniques to resolve complex fuels development, energy conservation and development problems, develop and use complex computer programs and end-use forecasting models;
2. Develop and evaluate alternatives; perform policy analysis and formulate policy recommendations;
3. Act as team or project leader;
4. Manage contracts;
5. Analyze energy data and present ideas and information effectively both orally and in writing;
6. Ability to design, develop, and recommend construction, maintenance, and operational features in buildings and appliances to maximize energy efficiency;
7. Acquire and prepare energy use and other data relevant to energy demand forecasting and end-use issues;
8. Evaluate and quantify the effect of conservation programs on energy demand;
9. Present ideas and analysis cogently and effectively,
10. Consult with and advise Office Managers, Division Administrators, Commissioners and other interested members of the State energy community on a wide variety of energy efficiency and conservation subject-matter areas;
11. Gain and maintain the confidence and cooperation of those contacted during course of work;
12. Analyze situations accurately, take effective actions, and act independently within the guidelines set forth by the Commission.

**ELIGIBLE LIST INFORMATION**

A departmental open eligible list will be established for the California Energy Commission. Examinations will be administered on a continuous basis. Names of successful competitors are merged onto the list in order of final scores regardless of dates. Eligibility will expire 12 months after it is established.

**VETERANS PREFERENCE POINTS**

DOES NOT APPLY IN THIS EXAMINATION

**CAREER CREDITS**

DOES NOT APPLY IN THIS EXAMINATION

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**GENERAL INFORMATION**

**For an examination** without a written feature, it is the candidate's responsibility to contact the Examination Unit at (916) 653-6532, three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The California Energy Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD**

California Relay (Telephone) Service for the Deaf or Hearing Impaired  
From TDD Phones: 1-800-735-2929 – From Voice Phones 1-800-735-2922

TDD is a Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.

\*\*\*\*\*

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK-PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



**CALIFORNIA ENERGY COMMISSION  
SELECTION TRAINING AND EEO OFFICE  
ASSOCIATE ENERGY SPECIALIST (EFFICIENCY) AND/OR  
ENERGY COMMISSION SPECIALIST I (EFFICIENCY)  
SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

The California Energy Commission's (CEC) Associate Energy Specialist (Efficiency) and Energy Commission Specialist I (Efficiency) are being given on an open basis. Both examinations will consist solely of this Self-Assessment Supplemental Application Questionnaire.

This questionnaire is designed to elicit a range of specific information regarding each candidate's knowledge, abilities, and experience to effectively perform the duties relative to the classification(s). Candidates are responsible for reading all of the material provided prior to completing the questionnaire. Responses will be evaluated using predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Please answer questions completely since incomplete responses and omitted information cannot be considered and/or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application Questionnaire.

**NOTE:** Failure to meet the entrance requirements and/or to complete this questionnaire accurately will result in elimination from this examination.) *Candidates who fail to follow the instructions and/or solicit input or assistance from others will be eliminated from the examination.*

**IT IS IMPORTANT THAT YOU RETAIN A COPY OF THIS SUPPLEMENTAL APPLICATION QUESTIONNAIRE FOR YOUR RECORDS.** The California Energy Commission will NOT provide you a copy of your Supplemental Application Questionnaire.

**THIS AFFIRMATION MUST BE COMPLETED**

I hereby certify and understand that the information provided by me (without assistance from others) on this Supplemental Application Questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from the examination, may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME (PRINT):** \_\_\_\_\_

**EXAMINATION TITLE:** \_\_\_\_\_

The completed Supplemental Application Questionnaire AND Standard State Application (Std. 678) can be personally hand delivered and/or mailed to:

California Energy Commission  
Selection, Training and EEO (AES & ECS I (EFF))  
1516 9<sup>th</sup> Street, MS-52  
Sacramento, CA 95814

Failure to submit your Supplemental Application Questionnaire with your Standard State Application will result in elimination from the examination.

**Associate Energy Specialist (Efficiency)  
and/or  
Energy Commission Specialist I (Efficiency)**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

**Print Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**PART I**

**EMPLOYMENT HISTORY**

**Instructions:** Please describe your current and most recent work experience as it relates to the Associate Energy Specialist (Efficiency) and Energy Commission Specialist I (Efficiency) positions. Begin with your most recent position. The *EXPERIENCE CODE* will be used in Part II to identify where you worked. You may include additional pages if necessary.

**EXPERIENCE CODE A**

Employer Name: \_\_\_\_\_  
Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE B**

Employer Name: \_\_\_\_\_  
Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE C**

Employer Name: \_\_\_\_\_  
Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**EXPERIENCE CODE D**

Employer Name: \_\_\_\_\_  
Employer Location: City: \_\_\_\_\_ State: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Associate Energy Specialist (Efficiency)  
and/or  
Energy Commission Specialist I (Efficiency)**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

**JOB DESCRIPTION**

Incumbents, as assigned, may work on energy efficiency programs in any of the following areas:

- Industrial and Agricultural Programs - The industrial subgroup is under contract to the United States Department of Energy to deliver technical energy assessments (audits) and training to industrial customers. The assessments identify and quantify potential energy saving measures for the customer. The individual will be responsible for marketing the Save Energy Now (SEN) energy assessments and the BestPractices technology transfer seminars to the industrial customers. The incumbent will work with the local utility and the customer to implement energy saving measures and obtain rebates. The Agricultural subgroup works with the United States Department of Agriculture's extension services and utility irrigation programs. This subgroup is involved with the food processing industry, coordinates with the industrial group for energy assessments, and manages a loan program which provides sub-prime loan rates for certain technologies.
- Public Agency Technical and Financial Assistance – This group helps local governments, schools, colleges, hospitals, special districts, and public care facilities identify ways to reduce energy use and cost in their existing and planned facilities. As the cost of energy increases, public agencies need help in identifying cost-effective ways to control energy cost while meeting the state's greenhouse gas limitations in the future. The incumbent will review studies and loan applications to verify technical and economic feasibility of recommendations. The incumbent will market and promote the Energy Commission's energy efficiency programs and benefits to public agencies. The incumbent will maintain and use analytical tools and computer programs to evaluate and quantify energy saving projects and will work with engineering staff, and others to maximize energy project implementation.
- Special Projects – Incumbents in this group will work on a variety of activities including sustainable and green building design projects for schools and government buildings, energy efficiency in water and wastewater treatment facilities. Incumbents will also interact with architects, developers, utility and other state agency partners to advocate advanced building designs and energy efficiency in existing and new facilities.
- Appliance Standards – An incumbent in this unit will analyze, make recommendations and provide technical assistance to support the development, adoption and implementation of the Appliance Efficiency Regulations (Title 20, Sections 1601 through 1608). These regulations apply to appliances and equipment sold or offered for sale in California. Work includes activities related to compliance certification, appliance testing, complaint resolution and enforcement, and rulemaking proceedings. Incumbent interacts with the public, other agencies and organizations. Incumbents may manage projects and/or contracts, review and verify data submittals and other technical documents. Incumbents may assist in the

maintenance of the Energy Commission's appliance database, prepare written and oral reports regarding appliance energy efficiency measures and technologies.

- Building Standards – The CA Building Energy Efficiency Standards provide a very large portion of the annual estimated energy savings statewide. The Standards are updated every three years to include new technologies and designs that have moved into the market place and are economically feasible to the consumer. Incumbents in this position will work closely with Standards staff and the industry to develop proposed updates to the existing Standards. This work will include analyzing efficiency measures and potential energy savings, assisting with public workshops, managing contracts, and participating in the Rulemaking process.
- New Solar Homes Partnership/Governor's Million Solar Roofs Initiative – Technical support is provided to the Energy Commission's Renewable Energy Office for photovoltaic (PV) system components, PV system utility program incentive calculator, component testing and data requirements, and energy efficiency program requirements. Incumbents in this position will closely monitor the PV and energy efficiency industry trends, products, and issues and provide input for updating utility program requirements. Incumbents may also work closely with manufacturers to collect data and maintain the database of components. Incumbents may also update and maintain the PV incentive calculator.
- Compliance and Enforcement – An incumbent in this unit will develop or have a working knowledge of the Title 24, Part 6, Energy Efficiency Building Standards (Standards). The incumbent will work with the building industry, Contractors State Licensing Board, Building Departments, Home Energy Rating System providers and raters, and homeowners to investigate and resolve complaints of noncompliance with the Standards. Staff is responsible for providing training to Building Department personnel to increase their understanding of the Standards and will provide technical support to the outreach and education unit for production of training curriculum, training videos, training materials, and outreach materials.
- Outreach and Education - An incumbent in this unit will develop and disseminate information in support of the CA Building Energy Efficiency Standards. This will also include developing materials to support compliance and enforcement efforts. Materials to be developed include on-line videos, training curricula, training materials, brochures, booklets, Web pages and flyers.

For the above areas, incumbents could be assigned the following tasks:

- ✓ Conduct, monitor, evaluate and/or serve as a lead worker on various technical, regulatory and/or scientific projects
- ✓ Identify and analyze energy conservation, load management and efficiency measures, programs and regulations, analyze evaluation results and develop corrective action plans as necessary
- ✓ Provide technical quality control on projects
- ✓ Plan, organize and conduct complex studies of energy use and efficiency

- ✓ Develop and manage contracts and contractors including directing contractors in the performance of complex studies of energy use, providing quality control on work products and reviewing and approving contractor expenses
- ✓ Review energy audits and project applications for technical and economic feasibility
- ✓ Provide marketing and outreach by providing training and information to consumer and efficiency related industry through publications, workshops, seminars and direct on-site assistance
- ✓ Ensure compliance and enforcement of Building and Appliance Energy Efficiency Standards
- ✓ Analyze and provide technical input into proposed updates to the existing Building and Appliance Energy Efficiency Standards
- ✓ Collect and analyze energy and economic data on new residential and commercial buildings and appliances
- ✓ Provide estimates of economic and energy savings impacts of all conservation, load management and efficiency programs in the state
- ✓ Develop and implement marketing plans promoting the implementation of relevant public policy, technical recommendations and technology transfer programs offered to the customer by the section
- ✓ Develop and participate in the implementation programs to achieve certain objectives, engineering principles and/or public policy goals (set by others)
- ✓ Verify test data for appliances and PV system components
- ✓ Maintain and update computer based incentive calculator
- ✓ Maintain and update program databases
- ✓ Provide residential and commercial energy efficiency requirements for statewide PV incentive program

**Associate Energy Specialist (Efficiency)  
and/or  
Energy Commission Specialist I (Efficiency)**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

**PART II**

**INSTRUCTIONS**

**Step 1:** In the *Experience Code* column, use the codes from PART I of this form to indicate where you performed the activity, or acquired the task or knowledge. You may list more than one code per item if applicable.

**Step 2:** For each item listed on page 5 in rows "1" through "15", please place an "X" in the column that most accurately represents the experience you have with the following task. Place an "X" in the column which identifies the amount of your experience for each item.

**SAMPLE**

		Experience Code(s)	EXPERIENCE				AMOUNT OF TIME			
			I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently on the job with little supervision.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 or more years of experience.
1.	(Sample Item)  Prepares reports for company.	A & C			X			X		

**Associate Energy Specialist (Efficiency)  
and/or  
Energy Commission Specialist I (Efficiency)**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE - PART II (CONTINUED)**

PRINT NAME \_\_\_\_\_

		Experience Code(s) (FROM PART I)	EXPERIENCE				AMOUNT OF TIME			
			I have had no education, training, or experience with this task.	I have had education or training on this task, but no application on the job.	I have performed this task on the job under normal supervision.	I have performed this task independently with little supervision.	I possess 0 to 1 year of experience.	I possess 1 to 3 years of experience.	I possess 3 to 5 years of experience.	I possess 5 or more years of experience.
<b>INSTRUCTIONS:</b> In the <i>Experience Code</i> column, use the codes from PART I of this form to indicate where you performed the activity or task. You may list more than one code per item if applicable.  For each item listed below in rows "1 through 15", place ONE "X" in the column which most accurately represents the type of experience you have with the following tasks. Also, place ONE "X" in the column which identifies the amount of your experience for each item.										
1.	Develop presentations that incorporate a clear and comprehensive structure and outline to effectively communicate information to various audiences.									
2.	Design and implement programs to achieve certain public policy objectives.									
3.	Develop evaluation criteria to rank proposals.									
4.	Interpret the results of evaluation studies on programs and develop responses and/or program modifications.									
5.	Evaluate contractor's work, provide feedback and initiate any corrective action that may be necessary.									
6.	Write reports, memos, letters, summaries, notes, and other job-related documents using proper sentence structure, grammar, punctuation, and spelling to ensure complete and succinct written materials.									
7.	Write and/or respond to proposals for grants, loans or other sources of funding.									
8.	Develop programmatic strategic plans, incorporating technical as well as marketing and evaluation components.									
9.	Manage grants, contracts and/or loans.									

			EXPERIENCE				AMOUNT OF TIME			
10.	Develop and implement marketing plans.									
11.	Identify barriers and provide solutions to increase energy efficiency policies.									
12.	Use a personal computer to input and analyze data, prepare presentations, access information, utilize the internet for research purposes, email, and/or create documents using various software applications.									
13.	Organize outreach and education programs in order to inform the public about energy efficiency issues, standards, programs, and/or opportunities.									
14.	Make presentations to various audiences.									
15.	Identify potential energy project opportunities and technologies for cost effectiveness and technical feasibility.									

**Associate Energy Specialist (Efficiency)  
and/or  
Energy Commission Specialist I (Efficiency)**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

**PART III**

**PROJECT EXPERIENCE**

PRINT NAME \_\_\_\_\_

**1. For the projects you have participated in, please answer each of the following questions which identifies the amount of your experience listed below. Please report the experience in months (on an equivalent full-time basis).**

**a)** as the principal investigator/researcher  # Mos.

**b)** as a project team leader, excluding the months identified above as principal investigator  # Mos.

**c)** as a team member only, excluding the months identified above as principal investigator or team leader  # Mos.

**d)** in a marketing capacity (i.e. "selling/promoting" a product or service)  # Mos.

**2. On average, how many people were on the teams you have worked on?**

# Of  
People

**Associate Energy Specialist (Efficiency)  
and/or  
Energy Commission Specialist I (Efficiency)**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

**PART IV**

**NARRATIVE QUESTIONS**

You are being given two (2) questions on the following pages for which you are to provide a narrative response.

**Instructions**

- Your response to each question **must** be typed using 12 point font or larger.
- Your response to each question **must** be limited to one (1) page per question (for a total of (4) pages).
- Answer each question on a separate page and indicate the corresponding number for each response.
- Include the name of the examination, your name, and date on each page.

**SAMPLE**

**Associate Energy Specialist (Efficiency) and/or Energy Commission Specialist I (Efficiency)**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Question #1. ....**

**Associate Energy Specialist (Efficiency)  
and/or  
Energy Commission Specialist I (Efficiency)**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

**TECHNICAL EVALUATION**

1. Describe how you would evaluate the technical feasibility of a new technology to determine whether it should be recommended for widespread use in California. Include a discussion on how you would verify energy savings, environmental benefits and other claims.

**Associate Energy Specialist (Efficiency)  
and/or  
Energy Commission Specialist I (Efficiency)**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

**COST BENEFIT ANALYSES CALCULATION**

2. Describe the necessary data and information needed to estimate whether a product or measure is cost effective. Describe data and information needed to do such a calculation and explain why this information is necessary. Describe the parameters you would use to determine whether a product or measure is cost effective. Provide an example of actual cost benefit analyses that you have participated in.

**Associate Energy Specialist (Efficiency)  
and/or  
Energy Commission Specialist I (Efficiency)**

**SUPPLEMENTAL APPLICATION QUESTIONNAIRE**

**ONLY THOSE APPLYING FOR THE ECS I (EFF) NEED TO COMPLETE QUESTION 3A AND 3B. THOSE APPLYING FOR THE AES (EFF) NEED TO ONLY COMPLETE QUESTION 3A.**

**MARKET PLAN DEVELOPMENT (MAY USE UP TO 2 PAGES PER PART)**

- 3A. Describe a plan for marketing and promoting compliance with the CA Building Energy Efficiency Standards to the building industry.
  
- 3B. A technical energy assessment identifies projects that could help a customer reduce energy use and cost. Please describe a marketing plan and a process that could be used to successfully promote the implementation of the recommendations. Be sure to identify barriers and address the roles of any trade allies. Provide an example of a marketing plan and process that you may have participated in and the outcome.